



## **OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH**

### **NOTIFICATION**

No.: DU/ CoE/Exam. Form fill up (CBCS)/2020/982

Date: 27.08.2020

**Sub: B.A./B.Sc./B.Com. 2<sup>nd</sup> Semester (CBCS) Examination 2020 Form Fill up- regarding.**

***(CIRCULATED THROUGH E-MAIL AND DIBRUGARH UNIVERSITY WEBSITE)***

This is for information to all concerned that the web portal for Examination Form Fill-up for the B.A./B.Sc./B.Com. 2<sup>nd</sup> Semester Examination (CBCS), 2020 under Dibrugarh University shall open on **28.08.2020** from **3:00 PM** onwards.

The students as well as colleges are hereby requested to follow the below mentioned **steps** at the time of Online Examination Form Fill-up for 2<sup>nd</sup> Semester B.A./B.Sc./B.Com. Examination, 2020 (CBCS):

#### **STEPS TO BE FOLLOWED BY THE STUDENTS**

1. Click the link **<https://www.dibruexam.in>** for student log-in.
2. Enter the mobile no. and the password used at the time of registration for log-in. The student may contact helpline provided in the portal for any log-in related issues.
3. If the password is forgotten, the same may be re-generated by clicking the **Forgot Password** button.
4. Select the optional course if it appears in your desk board. For example, the student having Honours needs to choose a generic elective course from the list.
5. Wait till your exam form is got verified and approved by the concerned college.
6. Please read the page carefully and click the **Pay Now** button at the bottom of the screen.
7. If the **Pay Now** button has not appeared, please contact the Principal of the college immediately so that the process of online examination form fill-up can be completed within the specified time.
8. Please take a print-out of the Receipt generated by the system for future references.
9. If a student had not appeared in the 1st Semester Examination, then the student's data will not be auto-populated. The students are requested to fill up their details carefully.

## STEPS TO BE FOLLOWED BY THE COLLEGES

1. The college needs to **first log in** and **verify the Examination Forms** of its students; **then only students shall be able to make payment of the Fees.**
2. Log into your account with the same user name and password sent at the time of 1<sup>st</sup> Semester (CBCS) Examination process.
3. Click on **Exam Forms menu** and then on **Exam Form List.**
4. Select Drop-down Menus - **Session, Course, Branch, Exam** and **Status**. Please choose the Pending status.
5. A list of candidates will appear in the screen. Select the **Approve** option from the **Action** menu for the student who is eligible to pay the Examination fees to the University.
6. Click the **Save** button on the top of the **Exam Form Student List**. Now the student can view the **Pay Now** button after the student log-in.
7. Repeat the above steps for all the eligible students.
8. A student may be barred from applying an examination form by clicking the **Not Approve** option from the Action menu.

**Note:** Please complete the process as early as possible so that eligible students can make **online payment** for the examination form fill-up fees. In case of Action status – Pending or Not Approve, a student cannot make payment of fees. **The amount of Examination Form Fill-up Fee includes Examination Fee, Marksheet Fee, and Late fine fee (if applicable) only. Other fees like Examination Centre Fee and Practical Examination Fee (if any) have to be collected from students by the College itself.**

The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 2nd Semester Examination (CBCS), 2020 should be followed by the colleges:

(i)	Link for form fill-up of students for appearing into the 2 <sup>nd</sup> Semester Examination will be active from	<b>28.08.2020</b> (From 03:00 PM)
(ii)	Link for approval of students by the colleges for appearing into the 2 <sup>nd</sup> Semester Examination will be active from	31.08.2020
(iii)	Last date of submission of online examination forms and online payment of prescribed fees <b>without late fine</b>	10.09.2020 (Till 5:00 PM)
(iv)	Last date of submission of online examination forms and online payment of prescribed fees <b>with late fine (if applicable)</b>	15.09.2020 (Till 5:00 PM)

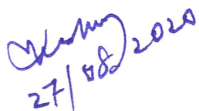
(v) **Details of Fees to be paid online to the University by the students:**

Examination Fees	Honours Course	Rs. 650.00
	Non-Honours Course	Rs. 450.00
Marksheet fee		Rs. 150.00
Fine for late submission of Examination Form <i>(if applicable)</i>		Rs. 300.00
Practical Examination fee*		Rs. 380.00
Examination Centre fee*		Rs. 250.00
<b>* The college shall separately collect the fee from the students.</b>		

**Note:**

- The Examinations Fees have been **waived by 20%** (*including the Examination Centre fee and Practical examination fee*) for this current session (2019-20) by the University in view of the present pandemic situation and the possible financial hardship faced by the stakeholders.
- Colleges are not required to submit hard copies of the documents.
- For any query, please contact the helpline numbers mentioned in the concerned link.

*Issued with due approval.*

  
**(Dr. P. K. Kakoty)**  
Controller of Examinations  
Dibrugarh University

**To**

**All the Principals of the affiliated/permitted colleges of Dibrugarh University offering B.A./B.Sc./B.Com. Programmes in Choice Based Credit System.**

**Copy to:**

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Dean, Student Affairs, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Director, College Development Council, Dibrugarh University for information.
5. The Jt. Controller of Examinations (B i/c, C), Dibrugarh University for information.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Dy. Controller of Examinations-Ai/c, Dibrugarh University for information and necessary action.
8. The Deputy Registrar (F&A), Dibrugarh University for information and necessary action.
9. The System Administrator, Dibrugarh University for information and necessary action.
10. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.

11. The Programmer, Dibrugarh University for information *with a request to upload the Notification in the University Website for wide circulation.*
12. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
13. Office File.

*Dr. P. K. Kakoty*  
*27/08/2020*

**(Dr. P. K. Kakoty)**  
Controller of Examinations  
Dibrugarh University